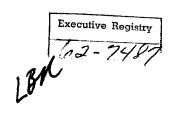
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8 OCTOBER 1962

MEMORANDUM FOR: MR. KIRKPATRICK

SUBJECT

: REPORT OF CABLE SECRETARIAT OPERATIONS 1-30 SEPTEMBER 1962

1. CABLES PROCESSED

- A. CIA CABLES PROCESSED TOTALED 16,257 IN CABLES, 6,223 OUT CABLES, 1,068 TD:S AND 853 MISCELLANEOUS ITEMS FOR A TOTAL OF 24,401 WORK ITEMS. THIS REPRESENTS AN INCREASE OF 266 ITEMS OR 1% MORE THAN THE 1961 MONTHLY AVERAGE OF 24,135 WORK ITEMS.
- B. Non-CIA cables totaled 12,520, an increase of 148 or 1% more than the 12,372 monthly average for 1961. The September 1962 total is 391 or 1% less than August 1962.
- C. THE COMBINED WORK UNITS OF CIA AND NON-CIA CABLE SECRETARIAT INCLUDING MISCEL-LANEOUS AND SERVICE REQUESTS TOTALED 37,490 ITEMS OR 1,250 ITEMS EACH 24 HOURS INCLUDING SATURDAYS AND SUNDAYS.
- D. ONE THOUSAND ONE HUNDRED EIGHTY-EIGHT (1,188) CABLES OR 3% OF ALL CABLES PRO-CESSED WERE FURNISHED TO THE DIRECTOR AS COMPARED TO 1,084 OR 3% FOR AUGUST 1962.

2. PERSONNEL

Our operating strength for September was persons, 8 short of our ceiling. We hope to be gaining 3 clerks next month. This should give us a little relief for the time being.

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GENERAL

OUR PROPOSED T/O REVISION WHICH INVOLVED ADDITIONAL SLOTS AND THE UPGRADING OF SOME SLOTS HAS BEEN APPROVED BY THE DD/S. I UNDERSTAND THAT THE PAPER IS NOW IN THE COMPTROLLERS OFFICE. WHEN FINAL APPROVAL IS RECEIVED, WE HOPE TO BE ABLE TO BRING OUR NIGHT STAFF STRENGTH UP TO A LEVEL WHICH WILL PERMIT US TO DO OUR JOB WELL AND WITH LESS STRAIN OR UNDESIRABLY LARGE BACKLOGS.

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CABLE SECRETARY

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